



**COMPTROLLER OF PUBLIC ACCOUNTS (CPA)
APPLICATION FOR STATE CERTIFICATION
CERTIFIED TEXAS PURCHASER (CTP)
CERTIFIED TEXAS PROCUREMENT MANAGER (CTPM)**

EMPLOYMENT INFORMATION: *Name listed here will appear on your CTP/CTPM certificate.*

(First)

(Middle)

(Last)

Name: _____

Agency Telephone: _____ Agency E-mail Address: _____

Agency Name: _____ Agency Number: _____

Agency Mailing Address: _____

Agency City/State/Zip Code: _____

COURSE REQUIREMENTS: Provide date (mm/dd/yy) when you completed required courses:

Tx. Gov't. Basic Public Purchasing (BPP) ____/____/____ Tx. Gov't. Advanced Public Purchasing (APP) ____/____/____
Cost vs. Market, Contract Negotiations & Contract Administration (CNC) ____/____/____

CPA TEXAS PROCUREMENT CERTIFICATION TRAINING ____/____/____

NATIONAL CERTIFICATION (If you qualified to be exempt from a specific CPA course, you must attach a copy of your certificate)

I have a current certification from: _____ Certification Number: _____

Expires: _____ Certificate Title: _____

I (APPLICANT) ATTEST THAT ALL INFORMATION AND ATTACHMENTS ARE TRUE AND CORRECT – I FURTHER ACKNOWLEDGE THAT:

I attest that all information, dates and attachments are true and correct. I further acknowledge that all required training provided by CPA has been completed and that I have passed CPA's certification exam. My signature acknowledges that I will follow applicable Texas state statutes, rules and state ethics policies. I acknowledge that the issued certificate has an expiration date and will require completion of 80 continuing education hours to renew my certification. For more renewal information visit CPA's Training & Certification website at: <http://www.window.state.tx.us/procurement/prog/training-cert/cmt/certification/renewing-your-certification/>

Applicant Signature: _____ **Date:** _____

Please email or fax this information to the Training and Certification Program
Email Address: ctp@cpa.texas.gov
Fax #: (512) 475-0711
For certification questions e-mail: ctp@cpa.texas.gov or call (512) 463-5355



**COMPTROLLER OF PUBLIC ACCOUNTS (CPA)
APPLICATION FOR STATE CERTIFICATION
CERTIFIED TEXAS PURCHASER (CTP)
CERTIFIED TEXAS PROCUREMENT MANAGER (CTPM)**

VERIFICATION: Please have your Human Resources department, Division Director or Division Manager sign the application.

Employee Name: _____ Current Agency: _____

- ☐ Certified Texas Purchaser (CTP): Must have **one (1) year of purchasing experience**
- ☐ Certified Texas Procurement Manager (CTPM): Must have **three (3) years of purchasing experience**

Procurement experience: You must have performed actual functional duties in procuring goods and services.

Purchasing functions – The development of specifications, receipt and processing of requisitions, review of specifications, advertising for bids, bid evaluation, award of contracts, and inspection of merchandise received. The term does not include invoice, audit, or contract administration functions.

I (Verifier) attest that this employee meets the requirements and experience for the checked certification above by having ____year(s) ____months of procurement experience to apply for certification pursuant to Gov't Code §2155.078.

☐ Hired based on previous procurement experience: ____years ____months

☐ Procurement experience at current employment: ____years ____months

Verified by (*please check one*):

Agency Human Resources _____ Division Director _____ Division Manager _____

Signature of Verifier

Printed Name

Date

Email Address

Phone #